Student_____ Period_____

CLINICAL DENTAL ASSISTING
PERFORMANCE SKILLS CHECKLIST

Benchmark 2: DENTAL SCIENCE II
Standard 1: DENTAL ANATOMY

Objectives 01.09: Locate the Major Anatomical Landmarks of the Face

Performance Rating Scale: The student is to perform each step in the evaluation. If the student **does not** perform a step, or requires help, the student **cannot** receive credit and **must** repeat the entire procedure. Skill must be performed in a timely manner.

Materials Needed: A patient or mannequin.

PROCEDURE STEPS: Wash hands and don appropriate PPE	**SATISFACTORY**
1. Outer canthus	
2. Inner canthus	
3. Ala of the nose	
4. Philtrum	
5. Tragus of the ear	
6. Nasion	
7. Glabella	
8. Root of nose	
9. Septum	
10. Anterior naris	
11. Mental protrubeance	
12. Angle of the mandible	
13. Zygomatic arch	
14. Labial commissure	
15. Vermillion border	
Comments:	

Student's Signature: _____ Date: _____

Instructor's Signature: _____ Date: _____

Student_____ Period_____

CLINICAL DENTAL ASSISTING
PERFORMANCE SKILLS CHECKLIST

Benchmark 2: DENTAL SCIENCE II
Standard 1: DENTAL ANATOMY

Objectives 01.10: Locate Major Landmarks of the Oral Cavity

Performance Rating Scale: The student is to perform each step in the evaluation. If the student **does not** perform a step, or requires help, the student **cannot** receive credit and **must** repeat the entire procedure. Skill must be performed in a timely manner.

Materials Needed: Oral cavity or mannequin.

PROCEDURE STEPS: Wash hands and don appropriate PPE	**SATISFACTORY**
1. Vestibule	
2. Oral Cavity Proper	
3. Upper Labial Frenum	
4. Lower Labial Frenum	
5. Lingual Frenum	
6. Hard Palate	
7. Oral Mucosa	
8. Incisive Papilla	
9. Palatal Rugae	
10. Palatal Raphe	
11. Soft Palate	
12. Uvula	
13. Palatine Tonsil	
14. Tongue	
15. Gag Reflex	
Comments:	

Student's Signature: _____ Date: _____

Instructor's Signature: _____ Date: _____

Student_____ Period_____

CLINICAL DENTAL ASSISTING
PERFORMANCE SKILLS CHECKLIST

Benchmark 2: DENTAL SCIENCE II
Standard 2: TOOTH MORPHOLOGY

Objectives 02.07: Distinguish Tooth Identification (dentition, type, anterior or posterior, maxillary or mandibular).

Performance Rating Scale: The student is to perform each step in the evaluation. If the student **does not** perform a step, or requires help, the student **cannot** receive credit and **must** repeat the entire procedure. Skill must be performed in a timely manner.

Materials Needed: Oral cavity, teeth diagrams or typodont.

PROCEDURE STEPS	SATISFACTORY
Identify the following items	
1. Deciduous dentition period	
2. Mixed dentition period	
3. Permanent dentition period	
4. Succedaneous teeth	
5. Maxillary arch	
6. Mandibular arch	
7. Quadrants	
8. Sextants	
9. Anterior teeth	
10. Posterior teeth	
11. Incisors	
12. Cuspids	
13. Premolar	
14. Molars	
Comments:	

Student's Signature: _____ Date: _____

Instructor's Signature: _____ Date: _____

Student_____ Period_____

CLINICAL DENTAL ASSISTING
PERFORMANCE SKILLS CHECKLIST

Benchmark 2: DENTAL SCIENCE II
Standard 2: TOOTH MORPHOLOGY

Objectives 02.08: Identify the Names and Abbreviations of Tooth Surfaces

Performance Rating Scale: The student is to perform each step in the evaluation. If the student **does not** perform a step, or requires help, the student **cannot** receive credit and **must** repeat the entire procedure. Skill must be performed in a timely manner.

Materials Needed: Oral cavity, teeth diagrams or typodont.

PROCEDURE STEPS	**SATISFACTORY**
IDENTIFY LOCATION AND ABBREVIATIONS	
1. Facial surface	
2. Labial surface	
3. Buccal surface	
4. Lingual surface	
5. Palatal surface	
6. Incisal surface	
7. Occlusal surface	
8. Mesial surface	
9. Distal surface	
10. Proximal surfaces	
11. Interproximal space	
Comments:	

Student's Signature: _____ Date: _____

Instructor's Signature: _____ Date: _____

Student_____ Period_____

CLINICAL DENTAL ASSISTING
PERFORMANCE SKILLS CHECKLIST

Benchmark 2: DENTAL SCIENCE II
Standard 4: ORAL HEALTH

Objectives 04.03: Apply Appropriate Personal Oral Hygiene

Performance Rating Scale: The student is to perform each step in the evaluation. If the student **does not** perform a step, or requires help, the student **cannot** receive credit and **must** repeat the entire procedure. Skill must be performed in a timely manner.

Materials Needed: Disclosing tablets, toothbrush, toothpaste, floss, infection control barriers.

PROCEDURE STEPS	SATISFACTORY
DISCLOSING PROCEDURE	
1. Chew 1 tablet. Swish around for 30 seconds. DO NO SWALLOW. Expectorate.	
2. Rinse with water. The red color remaining on teeth indicates where harmful dental plaque was overlooked when brushing.	
3. Thoroughly remove the dark red color by brushing and flossing. The red color will slowly disappear from the tongue and mouth tissue after use.	
4. Use periodically to monitor plaque removal.	
TOOTHBRUSHING: BASS METHOD This procedure may be practiced without toothpaste.	
1. Place the brush on the last two or three teeth in the arch at a 45 degree angle to the long axis of the tooth.	
2. Gently guide the bristles into the gingival sulcus. Move the brush in short vibrating strokes at least 10 times without moving the tips of the bristles away from the sulcus.	
3. Move the brush anteriorly over the next two or three teeth. Be sure to overlap on the previous area.	
4. Repeat steps 1-3 continuing along the entire facial surface.	
5. Move the brush to the lingual surfaces. Follow steps 1-3.	
6. When cleaning the maxillary and mandibular anterior lingual areas, hold the brush vertically and gently guide the bristles into the sulcus.	
7. Finish each arch by brushing the occlusal surfaces.	
FLOSSING PROCEDURE	
1. Dispense a piece of floss approximately 15-18 inches in length. Wrap most of the floss gently around the middle finger of one hand and just a small amount on the middle finger of the other hand. When moving from tooth to tooth, floss can be unwrapped from one finger and onto the other, allowing for clean floss each time.	

2. Begin in the maxillary right quadrant on the most distal surface. With no more than two inches of floss between the fingers, guide the floss with both thumbs or thumb and index finger for the maxillary arch.	
3. Wrap the floss around the distal surface of the tooth. Starting at the sulcus, move the floss up and down several times, scrapping the plaque off.	
4. Moving to the next tooth anteriorly, hold floss in a diagonal position over the teeth at the insertion point. Seesaw the floss between the contact areas. Do not force or snap the floss as the interdental papilla may be injured in the process.	
5. Wrap the floss around the mesial surface of the tooth. Starting at the sulcus, move the floss up and down several times. Cross the interdental papilla, and wrap the floss around the distal surface of the adjacent tooth. Slide the floss up and down several times.	
6. Remove the floss using a seesaw motion. If the contact is too tight or the floss begins to shred, hold it against the proximal surface and pull the floss through, unwrapping from the opposite finger.	
7. Move from tooth to tooth until all teeth have been flossed. When flossing in the mandibular arch, floss is guided with both index fingers.	
8. Rinse mouth to remove loosened plaque.	
Comments:	

Student's Signature: _____ Date: _____

Instructor's Signature: _____ Date: _____

Student_____ Period_____

CLINICAL DENTAL ASSISTING
PERFORMANCE SKILLS CHECKLIST

Benchmark 2: DENTAL SCIENCE II
Standard 4: ORAL HEALTH

Objectives 04.04: Instruct a Patient in Personal Oral Hygiene

Performance Rating Scale: The student is to perform each step in the evaluation. If the student **does not** perform a step, or requires help, the student **cannot** receive credit and **must** repeat the entire procedure. Skill must be performed in a timely manner.

Materials Needed: Disclosing tablets, hand mirror for patient, toothbrush, toothpaste, floss, infection control barriers, PPE.

PROCEDURE STEPS: Wash hands and don appropriate PPE	**SATISFACTORY**
DISCLOSING PROCEDURE	
1. Have patient chew 1 tablet. Instruct to swish around for 30 seconds. Remind patient NOT TO SWALLOW. Have patient expectorate or suction for patient.	
2. Instruct patient to rinse with water. Evaluate the red color remaining on teeth. Show patient where harmful dental plaque was overlooked when brushing.	
3. The red color will slowly disappear from the tongue and mouth tissue after use. Use periodically to monitor plaque removal.	
4. Instruct patient in personal oral hygiene procedures.	
TOOTHBRUSHING: BASS METHOD This procedure may be practiced without toothpaste for visibility purposes. Give patient the hand mirror.	
1. Instruct patient in the choice of brushes. Place the brush on the last two or three teeth in the arch at a 45 degree angle to the long axis of the tooth.	
2. Gently guide the bristles into the gingival sulcus. Move the brush in short vibrating strokes at least 10 times without moving the tips of the bristles away from the sulcus.	
3. Move the brush anteriorly over the next two or three teeth. Be sure to overlap on the previous area.	
4. Repeat steps 1-3 continuing along the entire facial surface.	
5. Move the brush to the lingual surfaces. Follow steps 1-3.	
6. When cleaning the maxillary and mandibular anterior lingual areas, hold the brush vertically and gently guide the bristles into the sulcus using the butt of the brush.	
7. Finish each arch by brushing the occlusal surfaces.	
8. Rinse patient.	

FLOSSING PROCEDURE	
1. Dispense a piece of floss approximately 15-18 inches in length. Wrap most of the floss gently around the middle finger of one hand and just a small amount on the middle finger of the other hand. When moving from tooth to tooth, floss can be unwrapped from one finger and onto the other, allowing for clean floss each time.	
2. Begin with the maxillary centrals so the patient can observe the flossing action. With no more than 1 inch of floss between the fingers, guide the floss with both thumbs or thumb and index finger for the maxillary arch.	
3. Hold the floss in a diagonal position over the teeth at the insertion point. Seesaw the floss between the contact areas. Do not force or snap the floss as the interdental papilla may be injured in the process.	
4. Wrap the floss around the mesial surface of the tooth. Starting at the sulcus, move the floss up and down several times. Cross the interdental papilla, and wrap the floss around the mesial surface of the adjacent tooth. Slide the floss up and down several times.	
5. Remove the floss using a seesaw motion. If the contact is too tight or the floss begins to shred, hold it against the proximal surface and pull the floss through, unwrapping from the opposite finger.	
6. Move from tooth to tooth until all teeth have been flossed. When flossing in the mandibular arch, floss is guided with both index fingers.	
7. Have the patient demonstrate the correct use of the floss.	
Comments:	

Student's Signature: _____ Date: _____

Instructor's Signature: _____ Date: _____

Student_____ Period _____

CLINICAL DENTAL ASSISTING
PERFORMANCE SKILLS CHECKLIST

Benchmark 2: DENTAL SCIENCE II
Standard 4: ORAL HEALTH

Objective 04.08 Analyze a Diet Diary

Performance Rating Scale
The student is to perform each step in the evaluation in a timely manner. If the student **skips a step, needs help or does not complete EACH step satisfactorily**, the student cannot receive credit and **MUST** repeat the **ENTIRE** procedure

Materials Needed
Patient's completed diet diary, dietary analysis form, and pen or pencil.

Procedure Steps	Satisfactory
1. Complete a personal three-day diet diary.	
2. Review the diary for intake of vitamin rich foods	
3. Review the diary for inclusion of complete minerals	
4. Review the diary to determine cariogenic intake	
5. Review the diary for balance according to individual food pyramid	
6. Make suggestions about modifications that could better your personal diet	
7. Review the diary with instructor and document comments	
Comments:	

Student's Signature: _____ Date: _____

Instructor's Signature: _____ Date: _____

Student_____ Period_____

CLINICAL DENTAL ASSISTING
PERFORMANCE SKILLS CHECKLIST

Benchmark 2: DENTAL SCIENCE II
Standard 5: PATIENT ASSESSMENT

Objectives 05.02: Prepare and Organize a Patient Record

Performance Rating Scale: The student is to perform each step in the evaluation. If the student **does not** perform a step, or requires help, the student **cannot** receive credit and **must** repeat the entire procedure. Skill must be performed in a timely manner.

Materials Needed: Registration form, medical-dental health history form, clinical examination form, treatment plan form, progress notes form, consent form.

PROCEDURE STEPS	SATISFACTORY
1. Explain the need for the forms to be completed. Give the registration form, along with a clipboard and black pen, to the patient to be completed.	
2. Review the completed form for the necessary information: a. Full name, birth date, and name of spouse or parent. b. Home address and telephone number. c. Occupation, name of employer, business address, and telephone number. d. Name and address of person responsible for payment. e. Method of payment (cash, check, credit, assignment of benefits). f. Health insurance information (photocopy of both sides of insurance ID card), name of primary insurance carrier and group policy number. This information is necessary for processing financial arrangements and insurance claims.	
3. Verify that the patient has provided a signature and date on the form.	
4. Use information from the registration form to complete other documents in the patient record. Remember that the information provided to you by the patient is confidential and must be maintained as such.	
Comment:	

Student's Signature: _____ Date: _____

Instructor's Signature: _____ Date: _____

Student_____ Period_____

CLINICAL DENTAL ASSISTING
PERFORMANCE SKILLS CHECKLIST

Benchmark 2: DENTAL SCIENCE II
Standard 5: PATIENT ASSESSMENT

Objectives 05.03: Obtain a Medical and Dental Health History

Performance Rating Scale: The student is to perform each step in the evaluation. If the student **does not** perform a step, or requires help, the student **cannot** receive credit and **must** repeat the entire procedure. Skill must be performed in a timely manner.

Materials Needed: Medical-dental health history form, black pen, and clipboard.

PROCEDURE STEPS: This procedure may be done in conjunction with setting up a patient record.	**SATISFACTORY**
1. Explain the need for the information and the importance of fully completing the form.	
2. Provide the patient with a black pen and the form on a clipboard.	
3. Offer assistance to the patient in completion the form. The patient may not understand the terminology or may have a language barrier.	
4. Ask the patient to return the form and clipboard to you after answering all the questions.	
5. Review the form with the patient noting the following: a. Past medical history, b. Present physical condition, changes in health, c. Chronic conditions, d. Allergies, e. Current medications. Add alerts in red as needed at the top of the form.	
6. Thank the patient for completing the form.	
Comments:	

Student's Signature: _____ Date: _____

Instructor's Signature: _____ Date: _____

Student_____ Period_____

CLINICAL DENTAL ASSISTING
PERFORMANCE SKILLS CHECKLIST

Benchmark 2: DENTAL SCIENCE II
Standard 5: PATIENT ASSESSMENT

Objectives 05.04: Demonstrate Taking and Recording Vital Signs

Performance Rating Scale: The student is to perform each step in the evaluation. If the student **does not** perform a step, or requires help, the student **cannot** receive credit and **must** repeat the entire procedure. Skill must be performed in a timely manner.

Materials Needed: patient record, digital thermometers, probe cover, watch with second hand, stethoscope, blood pressure cuff.

PROCEDURE STEPS: Wash hands and don appropriate PPE	**SATISFACTORY**
ORAL TEMPERATURE WITH DIGITAL THERMOMETER	
1. Place a new sheath over the probe of the digital thermometer.	
2. Turn the thermometer on. When the display indicates that it is ready, gently place the tip under the patient's tongue.	
3. Tell the patient to close his or her lips over the thermometer and to refrain from talking or removing it from the mouth.	
4. Leave the thermometer in place until the display indicates a final reading; remove from the patient's mouth.	
5. Record the reading in the patient's record.	
6. Turn the thermometer off, remove the sheath, and disinfect the thermometer as recommended by the manufacturer.	
TAKING A PATIENT'S PULSE	
1. Seat the patient in an upright position.	
2. Extend the patient's arm, resting it on his or her leg or on the arm rest of the patient chair. Have the arm at or below the heart level.	
3. Place the tips of your index and middle fingers on the patient's radial artery.	
4. Feel for the patient's pulse before beginning to count.	
5. Count the pulse for 30 seconds; then multiply by 2 to compute the rate for a 1-minute reading.	
6. Record the rate, along with any distinct changes in the rhythm. Indicate in the patient's record whether you are using the right or left arm.	
TAKING A PATIENT'S RESPIRATION	
1.With patient seated, maintain the position you used while taking the pulse. The patient should not be aware that you are observing his or her breathing.	
2. Count the rise and fall of the patient's chest for 30 seconds; then	

multiply by 2 to compute the rate for a 1-minute reading.	
3. Enter the rate, rhythm, and depth in the patient record.	
TAKING A PATIENT'S BLOOD PRESSURE	
1. Seat the patient with the arm extended at heart level and either supported on the chair arm or on a table. The patient's arm should be at the same level as the heart.	
2. If possible, roll up the patient's sleeve. Tight clothing can interfere with an accurate measurement and reading.	
3. Expel any air from the cuff by opening the valve and pressing gently of the cuff.	
4. Place the blood pressure cuff around the patient's arm approximately 1 inch above the **antecubital space,** making sure to center the arrow over the brachial artery.	
5. Tighten the cuff, using the Velcro closure to hold it in place. Make sure that the cuff is tight enough so that you can squeeze only a finger between the cuff and arm.	
6. Place the earpieces of the stethoscope into your ears so that they are facing toward the front. This position is more comfortable and blocks out distracting noises while you are taking blood pressure.	
7. Place the stethoscope disc over the site of the brachial artery, using slight pressure with the fingers.	
8. Grasp the rubber bulb with the other hand, locking the valve, inflate the cuff quickly.	
9. Slowly release the valve and listen through the stethoscope.	
10. Note the first distinct thumping sound as the cuff deflates. *This is the systolic pressure reading (this is the top number when recording).*	
11. Slowly continue to release the air from the cuff until you hear the last sound. *This is the diastolic pressure reading (this is the bottom number when recording).*	
12. Record the reading, indicating which arm was used.	
13. Disinfect the stethoscope earpieces and diaphragm as recommended by the manufacturer.	
14. Return the setup to its proper place.	
Comments:	

Student's Signature: _____ Date: _____

Instructor's Signature: _____ Date: _____

Student_____ Period_____

CLINICAL DENTAL ASSISTING
PERFORMANCE SKILLS CHECKLIST

Benchmark 2: DENTAL SCIENCE II
Standard 5: PATIENT ASSESSMENT

Objectives 05.06: Chart the Teeth

Performance Rating Scale: The student is to perform each step in the evaluation. If the student **does not** perform a step, or requires help, the student **cannot** receive credit and **must** repeat the entire procedure. Skill must be performed in a timely manner.

Materials Needed: Mouth mirror, explorer, cotton pliers, periodontal probe, gauze sponges (2 X 2), dental floss, articulating paper, articulating paper holder, air-water syringe, red and blue charting pencil, eraser, clinical examination form.

PROCEDURE STEPS: Wash hands and don appropriate PPE.	**SATISFACTORY**
PATIENT PREPARATION	
1. The patient is already seated and draped with a patient napkin.	
2. Reposition the patient in a supine position.	
EXAMINATION OF TEETH AND OCCLUSION	
1. Ensure that colored pencils, eraser, clinical examination form, and a flat surface are readily available.	
2. Throughout the procedure, use the air syringe to clear the mouth mirror and adjust the operating light as necessary.	
3. Transfer the mirror and explorer to the dentist. The dentist will examine every surface of each tooth beginning with tooth #1 and continuing to tooth #32.	
4. Record the specific notations as the dentist calls them out.	
5. The dentist will examine the patient's occlusion. Place the articulating paper within the holder and transfer the instrument with the paper positioned correctly for that side of the mouth.	
6. Any marks made by the paper will remain on the patient's occlusal and incisal surfaces. The dentist will look for any abnormal markings to indicate improper occlusion.	
7. At the completion of the procedure, rinse and dry the patient's mouth.	
8. Document all information accurately in the patient record and sign.	
Comment:	

Student's Signature: _____ Date: _____

Instructor's Signature: _____ Date: _____

Student_____ Period_____

CLINICAL DENTAL ASSISTING
PERFORMANCE SKILLS CHECKLIST

Benchmark 2: DENTAL SCIENCE II
Standard 5: PATIENT ASSESSMENT

Objectives 05.07: Record the Completed Dental Treatment

Performance Rating Scale: The student is to perform each step in the evaluation. If the student **does not** perform a step, or requires help, the student **cannot** receive credit and **must** repeat the entire procedure. Skill must be performed in a timely manner.

Materials Needed: Black ink pen, patient's record.

PROCEDURE STEPS	SATISFACTORY
1. In the Date column, record the date the treatment was provided, using numbers in a month/date/year format, such as 2/27/07.	
2. In the Progress Notes column, record all areas of the dental procedure, such as the tooth, the surfaces of the tooth restored, the type and amount of anesthetic agent, the dental materials, used and the patient tolerance to the appointment.	
3. If appropriate, describe the procedure that was performed with appropriate details, such as whether the tooth was prepared for a crown.	
4. After entering the complete treatment, sign the entry.	
5. Return the completed dental record to the business office. The patient returns to the business office area to make payment for services and schedule any additional appointments.	
Comments.	

Student's Signature: _____ Date: _____

Instructor's Signature: _____ Date: _____

Student_____ Period_____

CLINICAL DENTAL ASSISTING
PERFORMANCE SKILLS CHECKLIST

Benchmark 2: DENTAL SCIENCE II
Standard 6: PHARMACOLOGY AND PAIN CONTROL

Objective 06.08: Assist in the Administration of Local Anesthesia.

Performance Rating Scale: Several skills are included in this procedure. All skills should be completed in proper succession for completion of this procedure.
The student is to perform each step in the evaluation. If the student **does not** perform a step, or requires help, the student **cannot** receive credit and **must** repeat the entire procedure. Skill must be performed in a timely manner.

Apply a Topical Anesthetic
Materials Needed: 2 X 2 gauze squares, topical anesthetic, cotton-tipped applicator, cotton rolls.

PROCEDURE STEPS	SATISFACTORY
Preparation: Wash hands and don appropriate PPE.	
1. Place a small amount of topical ointment on the cotton-tipped applicator, and then replace the cover of the ointment.	
2. Explain the procedure to the patient.	
3. Determine the injection site, and gently dry the site with gauze squares.	
Placement	
1. Place the ointment directly on the injection site.	
2. Place a cotton roll and allow the cotton-tipped applicator to remain on the site for three to five minutes.	
3. Remove the applicator just before the dentist gives the injection.	

Assemble the Local Anesthetic Syringe
Materials Needed: Sterile syringe, sealed disposable needle, sterile local anesthetic cartridge.

PROCEDURE STEPS	SATISFACTORY
1. Determine length of needle by the location of the injection.	
2. Organize supplies and position the items out of the patient's view.	
4. Hold the syringe in one hand, and use the thumb ring to pull back the plunger.	
5. With the other hand, load the anesthetic cartridge into the syringe, stopper end first, toward the plunger.	
6. Release the thumb ring, and allow the harpoon to engage into the stopper.	
7. Gently pull back on the plunger to check that the harpoon is securely in place.	

8. Break the seal on the needle and remove the protective guard from the needle. DO NOT remove the needle guard at this time.	
9. Screw the needle into position on the syringe so that it is straight and firmly attached.	
10. Place the prepared syringe on the tray ready for use and out is the patient's site.	

Assist in the Administration of Local Anesthesia

Materials needed: Patient tray, three way syringe, HVE tip, recapping device (optional), Sharps container.

PROCEDURE STEPS	**SATISFACTORY**
1. Remove the topical anesthetic that has been allowed to remain on the injection site for three to five minutes.	
2. Take the syringe in the left hand and loosen the needle guard.	
3. Transfer the syringe to the operator by placing the thumb ring over the dentist's thumb.	
4. While the dentist is giving the injection, monitor the patient for any adverse effects, and project a calming and relaxed manner.	
5. Place the needle guard on the patient tray with the open end toward the dentist. The dentist will replace the needle guard on the syringe by using a one-handed scoop technique or recapping device.	
6. After the injection is complete, rinse the patient's mouth.	
7. Instruct the patient about the numbness and the precautions of biting the lip or cheek.	
8. Before leaving the dental treatment area, remove the used needles with the needle guard still in place, and dispose of it in the sharps container.	
9. Remove the anesthetic cartridge and dispose of it with the medical waste.	
10. Place the syringe on the tray to be returned to the sterilization center.	
COMMENTS:	

Student's Signature: _____ Date: _____

Instructor's Signature: _____ Date: _____

Student_____ Period_____

CLINICAL DENTAL ASSISTING
PERFORMANCE SKILLS CHECKLIST

Benchmark 2: DENTAL SCIENCE II
Standard 7: DIRECT RESTORATIVE MATERIALS

Objective 07.04 Assemble a Matrix Band and Universal Retainer

Performance Rating Scale: The student is to perform each step in the evaluation. If the student **does not** perform a step, or requires help, the student **cannot** receive credit and **must** repeat the entire procedure. Skill must be performed in a timely manner.

Materials Needed: Matrix band, universal retainer, ball burnisher, and paper pad.

PROCEDURE STEPS: Wash hands and don appropriate PPE	**SATISFACTORY**
Assemble the Matrix Band and Universal Retainer	
1. Determine if the tooth being restored is maxillary, mandibular, right, or left.	
2. Place the middle of the band on the paper pad, and burnish this area with a burnisher.	
3. Hold the retainer with diagonal slot facing you and turn the outer knob counterclockwise until the end of the spindle is visible and away from the diagonal slot in the vise.	
4. Turn the inner knob until the vise moves next to the guide slots.	
5. Bring together the ends of the band to identify the occlusal and gingival aspects of the matrix band. The occlusal edge has the larger circumference.	
6. With the diagonal slot of the retainer facing toward you, slide the joined ends of the band, occlusal edge first, into the diagonal slot on the vice.	
7. Guide the band in the correct guide slots.	
Comments:	

Student's Signature: _____ Date: _____

Instructor's Signature: _____ Date: _____

Student_____ Period_____

CLINICAL DENTAL ASSISTING
PERFORMANCE SKILLS CHECKLIST

Benchmark 2: DENTAL SCIENCE II
Standard 7: DIRECT RESTORATIVE MATERIALS

Objective 07.05 Mixing and Transferring Dental Amalgam

Performance Rating Scale: The student is to perform each step in the evaluation. If the student **does not** perform a step, or requires help, the student **cannot** receive credit and **must** repeat the entire procedure. Skill must be performed in a timely manner.

Materials Needed: PPE, amalgam capsule, capsule activator, amalgamator, amalgam well or cloth, amalgam carrier

PROCEDURE STEPS	SATISFACTORY
1. Wash hands and don appropriate PPE.	
2. Gather all materials needed and place on a patient tray or barrier.	
3. Activate the capsule using the activator.	
4. Place the capsule in the amalgamator.	
5. Adjust the settings on the amalgamator.	
6. Close the cover on the amalgamator and begin trituration.	
7. When amalgamator stops, remove the capsule, twist it open, and dispense amalgam into the amalgam well or onto the amalgam cloth.	
8. Fill both ends of the carrier.	
9. Transfer the carrier to the operator with the small end facing toward the tooth to be filled.	
10. Continue this process until the preparation is overfilled.	
COMMENTS.	

Student's Signature: _____ Date: _____

Instructor's Signature: _____ Date: _____

Student_____ Period_____

CLINICAL DENTAL ASSISTING
PERFORMANCE SKILLS CHECKLIST

Benchmark 2: DENTAL SCIENCE II
Standard 7: DIRECT RESTORATIVE MATERIALS

Objective 07.06 Preparing Composite Resin Materials

Performance Rating Scale: The student is to perform each step in the evaluation. If the student **does not** perform a step, or requires help, the student **cannot** receive credit and **must** repeat the entire procedure. Skill must be performed in a timely manner.

Materials Needed: PPE, shade guide, composite resin material, treated paper pad or material dispenser, composite instrument, 2 X 2 alcohol gauze pads, curing light, curing light cover.

PROCEDURE STEPS	SATISFACTORY
1. Wash hands and don appropriate PPE.	
2. Select the shade of the tooth.	
3. Express the needed amount for the restoration onto the treated pad or in the light-protected well.	
4. Transfer the composite instrument and material to the transfer zone for the dentist.	
5. The dentist may ask for the liquid bonding resin or alcohol gauze to be available during placement of material increments.	
6. Have the curing light readied during placement of the material. It is best when the material can be light-cured as increments are placed.	
COMMENTS	

Student's Signature: _____ Date: _____

Instructor's Signature: _____ Date: _____

Student_____ Period_____

CLINICAL DENTAL ASSISTING
PERFORMANCE SKILLS CHECKLIST

Benchmark 2: DENTAL SCIENCE II
Standard 7: DIRECT RESTORATIVE MATERIALS

Objective 07.07 Mixing Intermediate Restorative Materials

Performance Rating Scale: The student is to perform each step in the evaluation. If the student **does not** perform a step, or requires help, the student **cannot** receive credit and **must** repeat the entire procedure. Skill must be performed in a timely manner.

Materials Needed: Treated paper pad, spatula, IRM powder and dispenser, IRM liquid and dropper, 2 X 2 inch gauze, alcohol.

PROCEDURE STEPS	SATISFACTORY
1. Shake the powder before dispensing; then measure the powder onto the mixing pad.	
2. Make a well in half the powder; then dispense the liquid onto the pad. IRM is dispensed in equal ratios, meaning 1 scoop of powder to 1 drop of liquid.	
3. Recap the containers.	
4. Incorporate the powder into the liquid. The resulting mix should be smooth and adaptable. The mix must be completed within 1 minute.	
5. Clean and disinfect the equipment immediately.	
Comments:	

Student's Signature: _____ Date: _____

Instructor's Signature: _____ Date: _____

Student_____ Period_____

CLINICAL DENTAL ASSISTING
PERFORMANCE SKILLS CHECKLIST

Benchmark 2: DENTAL SCIENCE II
Standard 7: DIRECT RESTORATIVE MATERIALS

Objective 07.07 Mixing Intermediate Restorative Materials

Performance Rating Scale: The student is to perform each step in the evaluation. If the student **does not** perform a step, or requires help, the student **cannot** receive credit and **must** repeat the entire procedure. Skill must be performed in a timely manner.

Materials Needed: Treated paper pad, spatula, IRM powder and dispenser, IRM liquid and dropper, 2 X 2 inch gauze, alcohol.

PROCEDURE STEPS	SATISFACTORY
1. Shake the powder before dispensing; then measure the powder onto the mixing pad.	
2. Make a well in half the powder; then dispense the liquid onto the pad. IRM is dispensed in equal ratios, meaning 1 scoop of powder to 1 drop of liquid.	
3. Recap the containers.	
4. Incorporate the powder into the liquid. The resulting mix should be smooth and adaptable. The mix must be completed within 1 minute.	
5. Clean and disinfect the equipment immediately.	
Comments:	

Student's Signature: _____ Date: _____

Instructor's Signature: _____ Date: _____

Student_____ Period_____

CLINICAL DENTAL ASSISTING
PERFORMANCE SKILLS CHECKLIST

Benchmark 2: DENTAL SCIENCE II
Standard 7: DIRECT RESTORATIVE MATERIALS

Objective 07.08 Demonstrate the Application of Calcium Hydroxide

Performance Rating Scale: The student is to perform each step in the evaluation. If the student **does not** perform a step, or requires help, the student **cannot** receive credit and **must** repeat the entire procedure. Skill must be performed in a timely manner.

Materials Needed: Small paper mixing pad, small spatula (optional), calcium hydroxide applicator, calcium hydroxide base and catalyst paste, 2 X 2 gauze pads, alcohol.

PROCEDURE STEPS: Wash hands and don appropriate PPE	**SATISFACTORY**
1. Dispense small equal amounts of the catalyst and base pastes onto the pad.	
2. Using a circular motion, quickly mix (10 to 15 seconds) the material over a small area of the paper pad with the spatula or calcium hydroxide applicator.	
3. Use gauze to clean the spatula.	
4. With the tip of the applicator, pick up a small amount of the material, and apply a thin layer at the deepest area of the preparation.	
5. Using an explorer to remove any material from the enamel before drying.	
6. Clean and disinfect equipment immediately.	
Comments:	

Student's Signature: _____ Date: _____

Instructor's Signature: _____ Date: _____

Student_____ Period_____

CLINICAL DENTAL ASSISTING
PERFORMANCE SKILLS CHECKLIST

Benchmark 2: DENTAL SCIENCE II
Standard 7: DIRECT RESTORATIVE MATERIALS

Objective 07.09 Demonstrate the Application of Dental Varnish

Performance Rating Scale: The student is to perform each step in the evaluation. If the student **does not** perform a step, or requires help, the student **cannot** receive credit and **must** repeat the entire procedure. Skill must be performed in a timely manner.

Materials Needed: Micro brush applicators (2), cotton pliers and cotton pellets (2), dental varnish.

PROCEDURE STEPS: Wash hands and don appropriate PPE	**SATISFACTORY**
1. Retrieve a new applicator or cotton pellet in cotton pliers.	
2. Open the bottle of varnish and place the tip of the applicator or cotton pellet into the liquid.	
3. Replace the cap on the bottle immediately. Evaporation causes liquid to thicken. If it becomes too thick, a thinning agent must be added.	
4. Place a thin coating of the varnish on the walls, floor, and margin of the cavity preparation.	
5. Allow to air dry.	
Comments:	

Student's Signature: _____ Date: _____

Instructor's Signature: _____ Date: _____

Student_____ Period_____

CLINICAL DENTAL ASSISTING
PERFORMANCE SKILLS CHECKLIST

Benchmark 2: DENTAL SCIENCE II
Standard 8: INDIRECT RESTORATIVE MATERIALS

Objective 08.04 Demonstrate Mixing Zinc Phosphate for Permanent Cementation

Performance Rating Scale: The student is to perform each step in the evaluation. If the student **does not** perform a step, or requires help, the student **cannot** receive credit and **must** repeat the entire procedure. Skill must be performed in a timely manner.

Materials Needed: Glass slab (cool), spatula, zinc phosphate powder and dispenser, zinc phosphate liquid and dropper, 2 X 2 gauze pads, alcohol.

PROCEDURE STEPS: Wash hands and don appropriate PPE	**SATISFACTORY**
1. Dispense the powder toward one end of the slab and the liquid at the opposite end.	
2. Recap the containers. Materials are damaged by prolonged exposure to air.	
3. Divide the powder into small increments as directed by the manufacturer.	
4. Incorporate each powder increment thoroughly into the liquid. The smaller increments are used first. Mixing time per increment varies; approximately 15 to 20 seconds.	
5. Spatulate the mix thoroughly, using broad strokes or a figure-8 movement over a large are of the slab. This dissipates the heat generated during mixing.	
6. Test material for appropriate cementation consistency. The cement should string up and break about 1 inch from the slab. Total mixing time is approximately 1 to 2 minutes.	
7. Clean and disinfect the equipment immediately.	
Comments:	

Student's Signature: _____ Date: _____

Instructor's Signature: _____ Date: _____

Student_____ Period_____

CLINICAL DENTAL ASSISTING
PERFORMANCE SKILLS CHECKLIST

Benchmark 2: DENTAL SCIENCE II
Standard 8: INDIRECT RESTORATIVE MATERIALS

Objective 08.05 Demonstrate Mixing Polycarboxylate for Permanent Cementation

Performance Rating Scale: The student is to perform each step in the evaluation. If the student **does not** perform a step, or requires help, the student **cannot** receive credit and **must** repeat the entire procedure. Skill must be performed in a timely manner.

Materials Needed: Treated paper pad, spatula, polycarboxylate powder and dispenser, polycarboxylate liquid, 2 X 2 gauze pads.

PROCEDURE STEPS: Wash hands and don appropriate PPE	**SATISFACTORY**
1. Gently shake the powder to fluff the ingredients. Measure the powder onto the mixing pad and immediately recap the container.	
2. Dispense the liquid; then recap the container.	
3. Using the flat side of the spatula to incorporate all the powder quickly into the liquid at one time. The mix must be completed within 30 seconds.	
4. A correct mix should be somewhat thick and have a shiny, glossy surface.	
5. Clean and disinfect the equipment immediately.	
Comments:	

Student's Signature: _____ Date: _____

Instructor's Signature: _____ Date: _____

Student_____ Period_____

CLINICAL DENTAL ASSISTING
PERFORMANCE SKILLS CHECKLIST

Benchmark 2: DENTAL SCIENCE II
Standard 8: INDIRECT RESTORATIVE MATERIALS

Objective 08.06 Demonstrate Mixing Glass Ionomer for Permanent Cementation

Performance Rating Scale: The student is to perform each step in the evaluation. If the student **does not** perform a step, or requires help, the student **cannot** receive credit and **must** repeat the entire procedure. Skill must be performed in a timely manner.

Materials Needed: Paper mixing pad, spatula, glass ionomer powder and dispenser, glass ionomer liquid, 2 X 2 gauze pads, alcohol.

PROCEDURE STEPS: Wash hands and don appropriate PPE	**SATISFACTORY**
1. Dispense the manufacturer's recommended proportions of the liquid at one end of the paper pad.	
2. Dispense the manufacturer's recommended proportion of the powder at the other end of the paper pad; this is usually divided into two or there increments.	
3. Incorporate the powder and liquid, following the recommended mixing time. The mix must be completed in 30 seconds.	
4. The material should have a glossy appearance.	
5. Clean and disinfect the equipment immediately.	
Comments:	

Student's Signature: _____ Date: _____

Instructor's Signature: _____ Date: _____

Student_____ Period_____

CLINICAL DENTAL ASSISTING
PERFORMANCE SKILLS CHECKLIST

Benchmark 2: DENTAL SCIENCE II
Standard 8: INDIRECT RESTORATIVE MATERIALS

Objective 08.07 Demonstrate Mixing a Two-Paste Final Impression Material

Performance Rating Scale: The student is to perform each step in the evaluation. If the student **does not** perform a step, or requires help, the student **cannot** receive credit and **must** repeat the entire procedure. Skill must be performed in a timely manner.

Materials Needed: Stock or custom tray with adhesive, 2 large, stiff, tapered spatulas or tongue blades, 2 large paper pads, light-bodied base and catalyst, heavy-bodied base and catalyst, impression syringe with sterile tip, 2 X 2 gauze pads.

PROCEDURE STEPS: Wash hands and don appropriate PPE	**SATISFACTORY**
Preparing Light-Bodied Syringe Material	
1. Dispense approximately 1 ½ to 2 inches of equal lengths of the base and catalyst of the light-bodied material onto the pad, making sure that the materials are not touching. Recap immediately.	
2. Place the tip of the spatula blade into the catalyst and base; then mix in a swirling direction for approximately 5 seconds.	
3. Spatulate smoothly, wiping back and forth and trying to use only one side of the spatula during the mixing process.	
4. Gather the material together into a homogeneous mass by scraping up the material with the spatula blade and wiping it onto the pad.	
5. Take your syringe tube and begin cookie cutting the material into the syringe. Insert the plunger and express a small amount of the material to make sure it is in working order.	
6. Transfer the syringe to the dentist, making sure the tip of the syringe is directed toward the tooth.	
Preparing Heavy-Bodied Tray Material	
1. Dispense approximately 3 to 4 inches of equal lengths of the base and catalyst of the heavy-bodied material onto the pad, making sure that the materials are not touching. Recap immediately.	
2. Place the tip of the spatula blade into the catalyst and base; then mix in a swirling direction for approximately 5 seconds.	
3. Spatulate smoothly, wiping back and forth and trying to use only one side of the spatula during the mixing process.	
4. Gather the material together into a homogeneous mass by scraping up the material with the spatula blade and wiping it onto the pad.	

5. Gather the bulk of the material with the spatula and load it into the tray. The best way to complete this without incorporating air is to use the flat side of the spatula and follow around the outside rim of the tray, "wiping" the material into the tray.	
6. Retrieve the syringe from the dentist and transfer the tray, making sure the dentist is able to grasp the handle of the tray properly.	
Comments:	

Student's Signature: _____ Date: _____

Instructor's Signature: _____ Date: _____

Student_____ Period_____

CLINICAL DENTAL ASSISTING
PERFORMANCE SKILLS CHECKLIST

Benchmark 2: DENTAL SCIENCE II
Standard 8: INDIRECT RESTORATIVE MATERIALS

Objective 08.08 Prepare an Automix Final Impression

Performance Rating Scale: The student is to perform each step in the evaluation. If the student **does not** perform a step, or requires help, the student **cannot** receive credit and **must** repeat the entire procedure. Skill must be performed in a timely manner.

Materials Needed: Stock or custom tray with adhesive, 2 extruder units, 2 extruder mixing tips, light-bodied mixing tip, Cartridge of light-bodied material, cartridge of heavy-bodied material, 2 X 2 gauze pads.

PROCEDURE STEPS: Wash hands and don appropriate PPE	**SATISFACTORY**
1. Load the extruder with dual cartridges of the base and the catalyst of light-bodied material.	
2. Remove the caps from the tube and extrude a small amount of unmixed material onto the gauze pad.	
3. Attach a mixing tip on the extruder, along with a syringe tip for the light-bodied application by the dentist.	
4. When the dentist is ready, begin squeezing the trigger until the material has reached the tip and transfer to the dentist, making sure that the tip is directed toward the area of the impression. The dentist places the light-bodied material over and around the prepared tooth.	
5. Place the heavy-bodied cartridges in the extruder, making sure to express a small amount (same as with the light-bodied material). Attach the mixing tip to the cartridge.	
6. When the dentist is ready, squeeze the trigger, mixing the heavy bodied material, load the impression tray, making sure not to trap air into the material.	
7. Transfer the tray, making sure the dentist is able to grasp the handle of the tray.	
8. When the impression materials have reached final set, the impression is removed and inspected for accuracy by the dentist.	
9. The impression is disinfected, placed in a precaution bag, labeled with patient's name, and taken to the laboratory.	
Comments:	

Student's Signature: _____ Date: _____

Instructor's Signature: _____ Date: _____

Student_____ Period_____

CLINICAL DENTAL ASSISTING
PERFORMANCE SKILLS CHECKLIST

Benchmark 2: DENTAL SCIENCE II
Standard 8: INDIRECT RESTORATIVE MATERIAL

Objective 08.09 Take a Wax-Bite Registration

Performance Rating Scale: The student is to perform each step in the evaluation. If the student **does not** perform a step, or requires help, the student **cannot** receive credit and **must** repeat the entire procedure. Skill must be performed in a timely manner.

Materials Needed: Baseplate wax or wax arch, laboratory knife, heat source (warm water, Bunsen burner, or torch).

PROCEDURE STEPS: Wash hands and don appropriate PPE	**SATISFACTORY**
1. Explain the procedure to the patient. Reassure the patient that the wax placed will be warm, not hot.	
2. Have the patient practice opening and closing the mouth normally.	
3. Check and adjust the length of the wax by placing over the biting surfaces of the teeth and making necessary adjustments with the laboratory knife.	
4. Use a heat source to soften the wax.	
5. Place the softened wax against the biting surfaces of the teeth.	
6. Instruct the patient to bite gently and naturally into the wax.	
7. Allow the wax to cool. This may be done by blowing with the air-water syringe.	
8. Remove the wax bite registration carefully to avoid distortion. Cool by placing under a gentle stream of cold water.	
9. Write the patient's name on a piece of paper and keep it with the wax bite registration.	
10. Store the wax bite registration with the impressions or casts until it is needed during the trimming of the casts.	
Comments:	

Student's Signature: _____ Date: _____

Instructor's Signature: _____ Date: _____

Student_____ Period_____

CLINICAL DENTAL ASSISTING
PERFORMANCE SKILLS CHECKLIST

Benchmark 2: DENTAL SCIENCE II
Standard 8: INDIRECT RESTORATIVE MATERIALS

Objective 08.10 Demonstrate Mixing Polysiloxane Material for a Bite Registration

Performance Rating Scale: The student is to perform each step in the evaluation. If the student **does not** perform a step, or requires help, the student **cannot** receive credit and **must** repeat the entire procedure. Skill must be performed in a timely manner.

Materials Needed: Extruder unit, cartridge of bite registration material (bas and catalyst), mixing tip, triple or bite registration tray.

PROCEDURE STEPS: Wash hands and don appropriate PPE	**SATISFACTORY**
1. Load the extruder with dual cartridge, remove the caps from the tube and extrude a small amount of unmixed material onto the gauze pad.	
2. Attach a mixing tip on the extruder. Extrude the material directly onto the tray, making sure to fill both sides of the tray.	
3. Instruct the patient to close in proper occlusion.	
4. After the material has set (about 1 minute), remove the impression, which is checked for accuracy.	
5. Rinse, disinfect, and dry the impression; then send it to the laboratory with the written prescription and other impressions.	
Comments:	

Student's Signature: _____ Date: _____

Instructor's Signature: _____ Date: _____

Student_____ Period_____

CLINICAL DENTAL ASSISTING
PERFORMANCE SKILLS CHECKLIST

Benchmark 2: DENTAL SCIENCE II
Standard 9: LABORATORY PROCEDURES

Objective 09.03 **Demonstrate Mixing Alginate Impression Materials and Taking Preliminary Impressions**.

Performance Rating Scale: The student is to perform each step in the evaluation. If the student **does not** perform a step, or requires help, the student **cannot** receive credit and **must** repeat the entire procedure. Skill must be performed in a timely manner.

Materials Needed: Surface barriers, alginate, powder measure, water measure, medium-size rubber bowl, beavertail-shaped wide-blade spatula,

PROCEDURE STEPS: Wash hands and don appropriate PPE	**SATISFACTORY**
Mixing Alginate Impression Material	
1. Place the appropriate amount of water into the bowl.	
2. Shake the can of alginate to "fluff" the contents. After fluffing, carefully lift off the lid to prevent the particles from flying into the air.	
3. Sift eh powder into the ware and use the spatula to mix with a stirring action to wet the powder until it has all been moistened.	
4. Firmly spread the alginate between the spatula and the side of the rubber bowl.	
5. Mix with the spatula for the appropriate time. The mixture should appear smooth and creamy.	
6. Scrap the alginate mix into one mass on the inside edge of the bowl in preparation for placement into the tray.	
Comments:	

Student's Signature: _____ Date: _____

Instructor's Signature: _____ Date: _____

Student_____ Period_____

CLINICAL DENTAL ASSISTING
PERFORMANCE SKILLS CHECKLIST

Benchmark 2: DENTAL SCIENCE II
Standard 9: LABORATORY PROCEDURES

Objective 09.04 Demonstrate Taking Preliminary Impressions

Performance Rating Scale: The student is to perform each step in the evaluation. If the student **does not** perform a step, or requires help, the student **cannot** receive credit and **must** repeat the entire procedure. Skill must be performed in a timely manner.

Materials Needed: Surface barriers, alginate, powder measure, water measure, medium-size rubber bowl, beavertail-shaped wide-blade spatula, sterile impression trays, utility wax, saliva ejector, biohazard bag.

PROCEDURE STEPS: Wash hands and don appropriate PPE	**SATISFACTORY**
Preparation	
1. Gather all necessary supplies. Seat and prepare the patient.	
2. Explain the procedure to the patient. Select and prepare the impression trays.	
Taking Mandibular Preliminary Impression	
1. Mix alginate and gather half the alginate in the bowl onto the spatula, then wipe alginate into one side of the tray from the lingual side. Quickly press the material down to the base of the tray.	
2. Gather the remaining half of the alginate in the bowl onto the spatula; then load the other side of the tray in the same manner.	
3. Smooth the surface of the alginate by wiping a moistened finger along the surface.	
Seating the Mandibular Impression Tray	
1. Place additional material over the occlusal surfaces of the mandibular teeth.	
2. Retract the patient's cheek with the index finger.	
3. Turn the tray slightly sideways when placing it into the mouth.	
4. Center the tray over the teeth.	
5. Press down the posterior border of the tray first to form a seal.	
6. Push down the anterior portion of the tray and ask the patient to lift the tongue to the roof of the mouth and then relax.	
7. Instruct the patient to breathe normally while the tray is in place.	
8. Observe the alginate around the tray to determine when the material has set.	
Removing the Mandibular Impression	
1. Place your fingers on the top of the impression tray.	
2. Gently break the seal between the impression and the peripheral	

tissues by moving the inside of the patient's cheeks or lips with the finger.	
3. Grasping the handle of the tray with your thumb and index finger, use a firm lifting motion to break the seal.	
4. Snap up the tray and impression from the dentition.	
5. Have the patient rinse with water to remove any excess alginate material.	
6. Evaluate the impression for accuracy of gingival margins, roll of vestibules, and frenum.	
7. Rinse, disinfect, wrap in a slightly moistened towel, and place the impression in the appropriate precaution bag before pouring up.	
Loading the Maxillary Impression Tray	
1. Mix alginate and load the maxillary tray in one large increment, using a wiping motion to fill the tray from the posterior end.	
2. Place the bulk of the material toward the anterior palatal area of the tray.	
3. Moisten fingertips with water and smooth the surface of the alginate.	
Seating the Maxillary Impression Tray	
Repeat steps 1-5 of Seating Mandibular Impression.	
6. Direct the anterior portion of the tray upward over the teeth.	
7. Gently lift the patient's lip out of the way as the tray is seated. Have the patient tip their head forward as you seat the tray. This technique helps to prevent triggering the gag reflex when the material touches the soft palate.	
8. Hold the tray firmly in place while the alginate sets. Have the patient breath through their nose.	
Removing the Maxillary Impression	
Repeat steps 1-7 of Removing Mandibular Impression.	
Before Dismissing the Patient	
1. Examine the patient's mouth for any remaining fragments of alginate and remove them using an explorer and dental floss.	
2. Use a moist facial tissue to remove any alginate from the patient's face.	
Comments:	

Student's Signature: _____ Date: _____

Instructor's Signature: _____ Date: _____

Student_____ Period_____

CLINICAL DENTAL ASSISTING
PERFORMANCE SKILLS CHECKLIST

Benchmark 2: DENTAL SCIENCE II
Standard 9: LABORATORY PROCEDURES

Objective 09.05 Disinfecting an Alginate Impression

Performance Rating Scale: The student is to perform each step in the evaluation. If the student **does not** perform a step, or requires help, the student **cannot** receive credit and **must** repeat the entire procedure. Skill must be performed in a timely manner.

Materials Needed: PPE, including protective clothing, face mask, eyewear, utility gloves, and intermediate-level disinfectant solution.

PROCEDURE STEPS: Wash hands and don appropriate PPE	**SATISFACTORY**
1. Rinse the impression under running tap water to clean it. If necessary, use a soft, camel-hair brush to remove debris.	
2. Spray the impression with intermediate level disinfectant thoroughly and wrap with well-moistened paper towel.	
3. Unwrap the impression after the manufacturer's recommended contact time.	
4. Rinse the impression under tap water to remove any residual germicide.	
5. Gently shake the impression within the sink basin to remove the remaining water with minimal spatter.	
6. Pour up the impressions.	
Comments:	

Student's Signature: _____ Date: _____

Instructor's Signature: _____ Date: _____

Student_____ Period_____

CLINICAL DENTAL ASSISTING
PERFORMANCE SKILLS CHECKLIST

Benchmark 2: DENTAL SCIENCE II
Standard 9: LABORATORY PROCEDURES

Objective 09.06 Demonstrate Mixing Dental Plaster

Performance Rating Scale: The student is to perform each step in the evaluation. If the student **does not** perform a step, or requires help, the student **cannot** receive credit and **must** repeat the entire procedure. Skill must be performed in a timely manner.

Materials Needed: Flexible rubber mixing bowl (clean and dry), metal spatula (stiff blade with a rounded end), scale, plaster (100 g), water-measuring device, room-temperature water, vibrator with a disposable cover.

PROCEDURE STEPS: Wash hands and don appropriate PPE	**SATISFACTORY**
1. Measure 45 ml of room-temperature water into a clean rubber mixing bowl.	
2. Place a paper towel on the scale and make necessary adjustments. Weigh out 100 g of dental plaster.	
3. Add the powder to the water in steady increments. Allow the powder to settle into the water for about 30 seconds.	
4. Use the spatula to incorporate the powder slowly into the water. A smooth and creamy mix should be achieved in about 20 seconds.	
5. Turn the vibrator to low or medium speed and place the bowl of plaster mix on the vibrator platform.	
6. Lightly press and rotate the bowl on the vibrator. Air bubbles will rise to the surface.	
7. Complete mixing and vibration of the plaster in no longer than 2 minutes.	
Comments:	

Student's Signature: _____ Date: _____

Instructor's Signature: _____ Date: _____

Student_____ Period_____

CLINICAL DENTAL ASSISTING
PERFORMANCE SKILLS CHECKLIST

Benchmark 2: DENTAL SCIENCE II
Standard 9: LABORATORY PROCEDURES

Objective 09.07 Demonstrate Pouring Dental Models using Inverted Pour Method

Performance Rating Scale: The student is to perform each step in the evaluation. If the student **does not** perform a step, or requires help, the student **cannot** receive credit and **must** repeat the entire procedure. Skill must be performed in a timely manner.

Materials Needed: Maxillary and mandibular impression, glass slab or tile, laboratory spatula, laboratory knife and cutters, 150 g of plaster, 60 ml of water, flexible rubber bowl, vibrator.

PROCEDURE STEPS: Wash hands and don appropriate PPE	**SATISFACTORY**
Preparing the Impression	
1. Use a gentle stream of air to remove excess moisture from the impression. Be careful not to dry out the impression too much.	
2. Use your laboratory knife or cutters to remove any excess impression material that will interfere with the pouring of the model.	
Pouring the Mandibular or Maxillary Model and Base	
1. Mix the plaster as outlined; set the vibrator at low to medium speed.	
2. Hold the impression tray by the handle and place the edge of the base of the handle on the vibrator.	
3. Dip the spatula into the plaster mix, picking up a small increment (about ½ teaspoon).	
4. Place the spatula to the impression near the most posterior tooth. Guide the material as it flows to the occlusal.	
5. Continue to place small increments in the same area as the first increment and allow the plaster to flow toward the anterior teeth.	
6. Turn the tray on its side to provide the continuous flow of material forward into each tooth impression.	
7. Once all of the teeth in the impression are covered, begin to add larger increments until the entire impression is filled.	
8. Place the additional material onto a glass slab; shape the base to approximately 2 by 2 inches by 1 inch thick.	
9. Invert the impression onto the base so that the handle and occlusal plane of the teeth on the cast are parallel with the surface of the glass slab. Do not push the impression into the base.	
10 Holding the tray steady, use a spatula to smooth the plaster base onto the margins of the initial pour. Be careful not to cover the impression tray with material, or you will have difficulty in removing the cast from the impression.	

Separating the Cast from the Impression	
1. Wait 45 to 60 minutes after the base has been poured before separating the impression from the model.	
2. Use the laboratory knife to gently separate the margins of the tray.	
3. Apply firm, straight, upward pressure on the handle of the tray to remove the impression.	
4. If the tray does not separate easily, check to see where the tray is still attached to the impression. Again, use the laboratory knife to free the tray from model.	
5. Pull the tray handle straight up from the model.	
6. The models are ready for trimming and polishing.	
Comments:	

Student's Signature: _____ Date: _____

Instructor's Signature: _____ Date: _____

Student_____ Period_____

CLINICAL DENTAL ASSISTING
PERFORMANCE SKILLS CHECKLIST

Benchmark 2: DENTAL SCIENCE II
Standard 9: LABORATORY PROCEDURES

Objective 09.08 Demonstrate Trimming and Finishing Dental Models

Performance Rating Scale: The student is to perform each step in the evaluation. If the student **does not** perform a step, or requires help, the student **cannot** receive credit and **must** repeat the entire procedure. Skill must be performed in a timely manner.

Materials Needed: Maxillary and mandibular dental model, wax bite registration, pencil, ruler or compass, laboratory knife, model trimmer.

PROCEDURE STEPS: Wash hands and don appropriate PPE	**SATISFACTORY**
Preparing the Model	
Soak the art portion of the model in a bowl of water for at least 5 minutes. This makes the trimming much easier.	
Trimming the Maxillary Model	
1. Place the maxillary model on a flat countertop with the teeth setting on the table.	
2. Use your pencil to measure up 1 ¼ inches from the counter and drew a line around the model.	
3. Turn on the trimmer, hold the model firmly against the trimmer, and trim the bottom of the base to the line that you drew.	
4. Draw a line ¼ inch behind the maxillary tuberosities. With the base flat on the trimmer, remove excess plaster in the posterior area of the model to the marked line.	
5. Lay the ruler down the center of the occlusal ridges and measure out ¼ inch and draw a parallel line. Repeat these measurements on the other side of the model.	
6. Trim the sides of the cast to the lines drawn.	
7. Draw a line behind the tuberosity that is perpendicular to the opposite canine and trim to that line. This completes the maxillary hill cuts.	
8. The final cut is made from drawing a line from the canine to the midline at an angle. Complete this on both sides and trim to the line.	
Trimming the Mandibular Model	
1. Occlude the maxillary and mandibular model. Place the models upside down (maxillary base on the table), measure 3 inches from the surface up, and mark a line around the base of the mandibular model.	
2. Using the wax bite, occlude the mandibular and maxillary models.	
3. With the mandibular bas on the trimmer, trim the posterior portion of the mandibular model until it is even with the maxillary model.	

4. Trim the lateral cuts to match the maxillary lateral cuts.	
5. Trim the back and heel cuts to match the maxillary heel cuts.	
6. Mark on the mandibular model the canine point from the maxillary model. Trim the anterior cut rounded from canine to canine.	
7. The models are now ready to be finished.	
Finishing the Model	
1. Mix a slurry of gypsum and fill in any voids.	
2. Using a laboratory knife, remove any extra gypsum that occurs as beads on the occlusion or model.	
Comments:	

Student's Signature: _____ Date: _____

Instructor's Signature: _____ Date: _____

Student_____ Period_____

CLINICAL DENTAL ASSISTING
PERFORMANCE SKILLS CHECKLIST

Benchmark 2: DENTAL SCIENCE II
Standard 9: LABORATORY PROCEDURES

Objective 09.09 Demonstrate Constructing a Vacuum-formed Bleaching Tray

Performance Rating Scale: The student is to perform each step in the evaluation. If the student **does not** perform a step, or requires help, the student **cannot** receive credit and **must** repeat the entire procedure. Skill must be performed in a timely manner.

Materials Needed: Diagnostic models, block out resin, thermoplastic resin material, trimming scissors or crown and bridge scissors vacuum former, cup with water, heat source (torch, Bunsen burner).

PROCEDURE STEPS: Wash hands and don appropriate PPE	**SATISFACTORY**
1. Trim the model so that it extends 3 to 4 mm past the gingival border.	
2. To provide a reservoir for the bleaching solution, place a block out resin on the facial surfaces of the model. Be sure to leave 1 to 2 mm of space from the gingival and interproximal margins.	
3. Using a vacuum former, heat a tray sheet until it sags ½ to 1 inch.	
4. Lower the sheet over the model and turn on the vacuum for 10 seconds.	
5. Remove the sheet after allowing it to cool completely.	
6. Using your scissors, cut the excess material from the tray.	
7. Use small, sharp scissors to trim the tray approximately 0.5 mm away from the gingival margin.	
8. Place the tray onto the original mode, and check gingival extensions.	
9. Using a low flame and moistened fingers gently heat and readapt the margins on the model one sextant at a time.	
10. The bleaching tray should be washed and disinfected and delivered to the patient in a baggie with antiseptic mouthwash. Patient should receive a storage case and instructions on care of the bleaching tray.	
Comments:	

Student's Signature: _____ Date: _____

Instructor's Signature: _____ Date: _____

Student_____ Period_____

CLINICAL DENTAL ASSISTING
PERFORMANCE SKILLS CHECKLIST

Benchmark 2: DENTAL SCIENCE II
Standard 9: LABORATORY PROCEDURES

Objective 09.10 Demonstrate Constructing a Vacuum-formed Mouth Guard

Performance Rating Scale: The student is to perform each step in the evaluation. If the student **does not** perform a step, or requires help, the student **cannot** receive credit and **must** repeat the entire procedure. Skill must be performed in a timely manner.

Materials Needed: Maxillary model, heavy gauge thermoplastic resin material, bandage scissors, laboratory handpiece, acrylic trimming bur, heat source (torch or Bunsen burner).

PROCEDURE STEPS	SATISFACTORY
1. Trim the model so that it extends 3 to 4 mm past the gingival border.	
3. Using a vacuum former, heat a tray sheet until it sags ½ to 1 inch.	
4. Lower the sheet over the model and turn on the vacuum for 10 seconds.	
5. Remove the sheet after allowing it to cool completely.	
6. Using your scissors, cut the excess material from the tray.	
7. Using the acrylic trimming bur in the laboratory handpiece, shape and smooth the mouth guard along the mucobuccal and palatal edges.	
8. Place the mouth guard on the model and using the torch, heat the trimmed edges to give a smooth glossy finish. If using a colored thermoplastic resin use caution, some colors will scorch.	
9. Wash and disinfect the mouth guard and deliver to patient with a storage case.	
Comments:	

Student's Signature: _____ Date: _____

Instructor's Signature: _____ Date: _____